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CONSULTANT SELECTION FOR ENGINEERING SERVICES KESWICK NORTH ELEVATED TANK AND WATERMAIN TOWN OF GEORGINA, PROJECT 72170

The Transportation and Works Committee recommends the adoption of the recommendations contained in the following report, February 8, 2006, from the Commissioner of Transportation and Works:

1. RECOMMENDATIONS

It is recommended that:

1. The consulting engineering firm of The Municipal Infrastructure Group Limited be engaged to undertake the engineering services for the Class Environmental Assessment, detailed design and construction administration for construction of the Keswick North Elevated Storage Tank (to be located near Woodbine Avenue and Old Homestead Road) and a connecting watermain at Queensway North and Boyers Sideroad (*see Attachment 1*) at a total upset limit fee of \$935,982 plus GST.
2. The Regional Chair and Regional Clerk be authorized to sign the necessary agreement with The Municipal Infrastructure Group Limited for the engineering services, subject to review by Legal Services.

2. PURPOSE

This report recommends the retention of consulting engineers to complete the Class Environmental Assessment (EA), detailed design and construction administration for the Keswick North Elevated Storage Tank and Watermain.

3. BACKGROUND

The Long Term Water Master Plan (2004) has identified the requirement for an additional elevated tank and connecting watermain to the Georgina Water System to satisfy the growth requirements of the community of Keswick in the Town of Georgina.

3.1 Scope of Assignment

To facilitate the project in a co-ordinated manner, it is intended to retain the services of a single consultant team to provide the complete engineering services including the Class EA, detailed design, and construction contract administration.

The scope for this assignment includes:

- A complete study of the placement of an elevated tank (6.8ML) and connecting watermain (approx. 800m) including tank location, route selection, property

requirements, preliminary design in accordance with all the requirements of the Municipal Class Environmental Assessment (Class EA) document for municipal projects, prepared by the Municipal Engineers Association dated June 2000. The study shall be classified as a Schedule “B” and be completed through to the end of Phase 5 as outlined in the Class EA document.

- Complete the detailed design of the project requirements, including all field investigations, reviews, relevant tests, inspections and studies, with due regard for environmental, traffic accommodation and safety concerns, capital costs and operating efficiency all in accordance to York Region standards, specifications and practices.
- Full construction administration services including full-time inspection to ensure compliance with York Region standards and practices with regards to material testing, construction methodology, resident concerns, quality control and assurance.

3.2 Project Schedule

The Region’s 10-Year Water Construction Program for 2005 has identified the timing for the works as follows:

- Schedule “B” Class Environmental Assessment (EA) – Completion 2007
- Detailed Design of Elevated Storage Tank and Watermain – Completion 2007
- Watermain Construction – Completion 2008
- Elevated Storage Tank – Completion 2011

The consultant has indicated that the construction phases could be delivered sooner than shown above if desired by York Region at no extra cost.

4. ANALYSIS AND OPTIONS

In accordance with the Purchasing By-law, Expressions of Interest (EOI) were received for this work in response to an appropriate advertisement in a publication of general circulation. All EOI’s were reviewed and, based on the results of the evaluation, three firms were invited to submit a response to our Request for Proposal (RFP) document.

The three firms invited to submit written proposals for this assignment were as follows:

- Chisholm Fleming and Associates.
- R.V Anderson Associates Limited (RVA).
- The Municipal Infrastructure Group Limited (MIG).

Two of the three consulting firms’ proposals were accepted in response to this RFP. Chisholm Fleming and Associates submitted after the deadline outlined in the RFP document and had their proposal returned unopened.

The Region used the “two envelope” evaluation process for this RFP, in which Technical/ Management Proposals were opened and evaluated prior to the opening and evaluation of

the corresponding Financial Proposals. The total weighting of the technical/management proposal is 60% and the total weighting of the financial proposal is 40%. This allocation of technical/management and financial weighting will ensure that the assignment is awarded based on an appropriate value based evaluation system. This ensures that the financial proposals are commensurate with the value associated with the technical proposals.

The technical proposals were evaluated based on the following technical criteria:

- Project Team Experience.
- Project Management.
- Project Implementation.

In accordance with the terms of the RFP, the financial proposals were opened only after Region staff finalized the overall technical scores. After compliance of the financial proposals had been established, the overall proposal was evaluated based on a weighting of 60% for the technical/management proposal and 40% for the financial proposal. The best proposal was deemed the one with the highest total score.

The consultant proposal evaluation summary is presented in Table 1 and includes the Technical Score, the Upset Limit Fee and corresponding Financial Score and the Total Score for each proponent.

Table 1
Consultant Proposal Evaluation Summary

Firm	Technical Score (Out of 60)	Upset Limit Fee Excluding GST	Financial Score (Out of 40)	Total Score (Out of 100)
The Municipal Infrastructure Group	46.3	\$935,982.00	37.5	83.8
R.V. Anderson Associates Limited	40.7	\$877,200.00	40	80.7
Chisholm Fleming and Associates	0	Disqualified	0	0

The Municipal Infrastructure Group Limited technical proposal had a good combination of project management, technical staff and sub-consultants that formed an excellent design team with the commitment of the necessary resources to complete this assignment. Their proposal presented a sound understanding of the project requirements and a clear methodology to deliver a quality project on schedule. Their proposal elaborated on the significant involvement and communication that will be required with agencies and stakeholders and on the need to not only meet but also exceed the minimum requirements of the Municipal Class EA document. The Municipal Infrastructure Group Limited developed a reasonable and achievable project work plan and schedule that focused on

project delivery and milestone deliverables and highlighted the importance of coordination and communication.

The R.V. Anderson technical proposal scored lower for the following reasons. RVA's scope of services for the completion of the EA was less detailed than the MIG proposal. In addition, RVA made changes to the project team resulting in an inappropriate allocation of responsibilities to key personnel and failed to submit a complete preliminary project schedule.

The proposal from The Municipal Infrastructure Group Limited is more indicative of the overall level of effort required to properly address all of the stakeholders' needs and RFP requirements within a realistic time frame including specific commitments of time and resources to specifically deal with community concerns and issues.

The Supplies and Services Branch has reviewed the evaluation summary and has issued their internal report confirming that The Municipal Infrastructure Group Limited be recommended as the successful overall proponent for this assignment.

The best overall (combination of technical and financial) proposal was received from The Municipal Infrastructure Group Limited as their proposal had the highest total score and represents the best value for the Region on this assignment.

5. FINANCIAL IMPLICATIONS

The upset limit fee for the work is \$935,982 plus GST.

There are sufficient funds in the Region's 2006 Water Capital Budget to cover the 2006 expenditures for this assignment.

The upset limit fees provide for provisional items of consulting activity (i.e., stage two archaeological assessments or additional public consultation, if required). The consultant will only be paid for these items if specifically directed by the Region to complete these activities.

The fees for contract administration and site inspection were based on 80 working days for the watermain portion and 220 working days for the elevated tank. If the actual contract working days varies from this basis, the fees for contract administration and site inspection will be adjusted based on the weekly fee provided in the proposal.

6. LOCAL MUNICIPAL IMPACT

The project will provide water supply for the continued growth within the Town of Georgina, in particular the community of Keswick.

Throughout the Class EA, Regional staff will work closely with staff from the Town of Georgina to accommodate their requirements in the Class EA and preliminary design.

7. CONCLUSION

Consultants' proposals for this project were evaluated in accordance with Regional policy, by-laws and practices. The proposal submitted by The Municipal Infrastructure Group Limited addressed all of the requirements for this assignment, including qualified and knowledgeable personnel, and proposed a sound methodology to complete this assignment. The proposal represents the best overall value to York Region.

The consulting engineering firm of The Municipal Infrastructure Group Limited be engaged to carry out the Class Environmental Assessment and preliminary design for the Keswick North Elevated Storage Tank and Watermain at an upset limit fee of \$935,982.00 plus GST.

The appropriate Regional officials be authorized to take all necessary steps to execute a formal agreement with The Municipal Infrastructure Group Limited for the delivery of these services.

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause was included in the agenda for the March 1, 2006 Committee meeting.)